



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo

#04-16

To: Benefits Administrators
From: Mary P. Habel, Director
State and Local Health Benefits Programs
CC: All OHB
Date: December 17, 2004
Re: Distribution of *Spotlight on Your Health* newsletter and BES turnaround document

Schedule for *Spotlight*

Supplies of the Fall 2004 issue of the *Spotlight on Your Health* newsletter will be shipped to state agencies beginning the week of December 20, and to colleges and universities beginning January 3 due to the holiday break. In the past, the fall *Spotlight* was distributed in advance of Open Enrollment for Flexible Reimbursement Accounts (FRAs). Now that FRA Open Enrollment occurs in the spring along with Open Enrollment for health benefits, we have revamped *Spotlight* to provide an issue focusing on health education in the fall and on Open Enrollment in the spring.

Your supply of *Spotlight* is based on the eligible employee count for your agency in BES plus 8 percent. A limited number of extra copies may be ordered by writing in "Spotlight" and the quantity on the bottom of the State Materials Order Form (see link attached). Remember that it is your responsibility to distribute *Spotlight* to all employees eligible for the health benefits program. While this is not an Open Enrollment issue, it contains information useful to employees in using their health and related benefits. In addition to active employees, eligible employees include those classified employees now working at least a 32-hour week, part-time classified employees, those on leave, those off-site and those who previously waived coverage.

Distribution of BES Turnaround Document

At the end of 2004, distribution of the BES Turnaround document will change due to a mainframe process discontinued by VITA.

Beginning on January 1, 2005, BES Turnaround documents will have a new look and will be placed in your agency's FTP folder on DHRM's HuRMan file repository. The new BES Turnaround documents will be available daily under file name PM4270-00nnn-mmddccyy.txt where nnn is your agency's number. They will remain the official record of changes made in BES.

Because of the change in the distribution process, BES Turnaround documents will be directly accessible to Benefits Administrators rather than payroll managers as they will no longer be distributed by DOA's report distribution system. Benefits Administrators should review BES Turnaround documents regularly and share them with the appropriate people within their agency.

If you have questions, please contact Brenda Farrish (brenda.farrish@dhrm.virginia.gov) or Dan Farrell (dan.farrell@dhrm.virginia.gov) in the Office of Health Benefits.

Links:

[Materials Order Form](#)

[Spotlight on Your Health newsletter](#)